



## **Project Officer REGIN Project (Migrant Integration)**

### **Job Description**

**Position title:** Project Officer – REGIN Project (Migrant Integration)

**Starting date:** 1 February 2020

**Deadline for application:** 29 November. Kindly send your application to [jobs@crpm.org](mailto:jobs@crpm.org)

**Position status:** 12 months fixed term contract renewable (maximum 2 years)

**Gross Salary:** EUR 40-45k per annum

**Reporting arrangements:** This position reports to the REGIN Project Coordinator and to the Senior EU Programmes Officer.

### **I. Presentation of the organisation**

**The Conference of Peripheral and Maritime Regions of Europe** (CPMR – [www.cpmr.org](http://www.cpmr.org)) is a pan European Association of 160 Regional authorities from 28 States (within the EU and beyond). It operates both as a think tank and as a lobby for Regions, with a unique internal structure subdivided into six Geographical Commissions corresponding to the EU maritime basins. The CPMR is active in a number of policy areas including maritime affairs, cohesion, accessibility, climate and migration among others.

### **II. Job Summary**

The CPMR is head of a consortium that has been awarded the “REGIN Project: Regions for Migrant Integration”, co-financed under the EU Asylum, Migration and Integration Fund Call: AMIF-2018-AG-INTE-1 Local and regional integration networks. The main objective of the project is to set a common framework for migrants’ and refugees’ integration for regional governments, and to develop a set of tools to achieve inclusion.

The Project Officer will be responsible for the day-to-day management of the project working in close collaboration with the Project Coordinator, CPMR Migration Task Force Coordinator, Senior EU Programmes Officer, CPMR communication team and administrative staff, and other concerned staff from CPMR Geographical Commissions.

### **III. Main responsibilities**

The main responsibilities include:

- Contribute to the overall coordination of the REGIN project by supporting (and when necessary acting on behalf of) the Project Coordinator and all CPMR involved team
- Ensure the smooth day-to-day running of the REGIN project and related activities
- Report to the Project Coordinator and Senior EU Programmes Officer through periodical or ad hoc briefing notes and updates



- Liaise, as necessary, with consortium partners and representatives from the EU Institutions, as well as with the members of the CPMR Task Force on Migration and CPMR external partners in this domain
- Monitor the policies and the activities of European institutions and actors in relevant fields covered by the project and produce content useful for the project and the organisation
- Frequent travel within Europe is foreseen

The Project Officer will be providing residual support to other projects in which the organisation is involved and be flexible to adapt to the needs of the organisation.

#### **IV. Tasks and duties**

- Maintain and monitor project plans, project schedules, work hours, budgets and expenditures and ensure project deadlines are met.
- Carry out reporting activities. In this regard:
  - report to and constantly coordinate with the REGIN Project Coordinator, the CPMR Senior EU Programmes Officer/Directorate on EU programmes, Migration Policy, Task Force coordinator on the development of the projects' activities
  - report to the CPMR financial department on the budget and implementation
- Perform communication tasks related to the project, liaising with the CPMR Communication team
- Relate efficiently with CPMR team members, consortium partners and other parties
- Organise and participate in coordination meetings with the consortium partners
- Prepare necessary presentation materials for meetings
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members
- Document and follow up on important actions and decisions from meetings
- Represent the CPMR during external events, organised by projects partners, as necessary
- Determine project changes if necessary
- Assess project risks and issues and provide solutions where applicable
- Undertake project tasks as required
- Actively support the connection between the project activities and the overall CPMR action on Migration Policies contributing to its advocacy efforts and improving relations with member regions and external stakeholders/partner organisations
- Monitor other funding opportunities in this policy area and contribute to new project drafting where appropriate (e.g. ensuring the sustainability of the action even beyond the project's conclusion)

#### **V. Qualifications and skills required**

- A Master's degree in a relevant field (European affairs, international relations, territorial and or decentralised cooperation, project management, migration and integration policies, etc.) or equivalent
- At least 3-7 years of experience in EU cooperation programmes/projects with at least one year, if possible, working within the context of the Asylum, Migration and Integration Fund (AMIF)
- Previous experience (including project or programme management) for - or in close relation - with local and regional authorities will be especially valued



- General knowledge of the topic covered by the project; specific knowledge will be especially valued
- Interest in one or several of the following thematic fields will be a plus: social inclusion, multilevel governance mechanisms, indicators
- Proficiency in English is essential (C1 level at least) sanctioned by a diploma/test evaluation or proven years of experience with the language
- Good level of another European language (preferably French, Spanish, Italian or Portuguese- B2 level at least)
- Strong interpersonal skills, diplomacy, resilience, autonomy and sense of responsibility in task delivery, dynamism and high predisposition for teamwork in a multilingual context

## VI. Location

The position is based in Rennes, Brittany (FR)

## VII. Terms of recruitment

The position is offered as a 12-month fixed term contract, renewable for a second 12-month term, until the end of the REGIN project. Please note that we will inform all the candidates about the status of their application once selection has been made.

## VIII. How to apply

Please send an email with the subject: ***“Application REGIN Project Officer - CPMR”*** to the **evaluation committee email [jobs@crpm.org](mailto:jobs@crpm.org)**, including the following documents:

- your **CV** (2 pages max, detailing the experience in EU cooperation projects),
- a **brief cover letter in English** (1-2 pages max.)

Candidates could (it is not compulsory) send **recommendation letter(s)** from a previous job/position(s) related to this offer or to give references/contacts of previous employers.

Please note that **only shortlisted candidates will be contacted** for an interview.

**NB**: interviews – **for shortlisted candidates only** – will take place in mid-December or early January indicatively in Rennes or by Skype, based on the availability of the selection committee and the candidates.